Susan Combs Texas Comptroller of Public Accounts

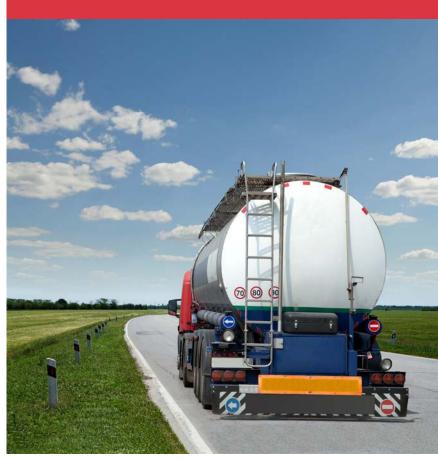# International Fuel Tax Agreement Quick Reference Guide

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International Fuel Tax Agreement

Electronic Reporting Using Electronic Tax Filing (ETF) Software Quick Reference Guide

1. DOWNLOADING THE SOFTWARE

1. Enter the following URL: http://www.window.state.tx.us/taxinfo/etf/etfs_ifta.html into your browser.

2. Select **<free software>** which is highlighted in blue.

3. Save the file to your desktop.

   *Note: If reinstalling the software, save the original database named **Ifta4.db** to the desktop before continuing.*

4. Go to your desktop and double click on the **<iftafull.exe>** icon**.**

5. Select **<Next>** on **the IFTA ETF Data Entry System Setup** screen.

6. Select **<Next>** on **Destination Directory** screen.

7. Select **<Finish>**.

8. Delete the **<iftafull.exe>** icon from your desktop.

9. Double click on the **<IFTA ETF>** icon.

10. If you have been using a previous version of the IFTA tax data entry system you will be prompted to import the data from your prior version of the software.

    a. Click **<Yes>** when asked if you want to copy information from your old database.

    b. Click **<OK>** on the pop up when the data has been piped.

11. Continue to Step 2, **Downloading Tax Rates**.

2. DOWNLOADING TAX RATES

1. Double click the **<IFTA Electronic Tax Filing System 4.0>** icon on your desktop; the **Tax Rate Table Update** process will automatically import the most current tax rate table. Click **<Yes>** to automatically import the new version of the tax rates.

   *Note: If you experience any issues with the Tax Rate Table Automatic Update check your internet connection and restart the software. If you need to manually download the tax rates click on the **<Help>** icon for **Tax Rate Update** instructions.*

2. Continue to Step 3, **Taxpayer Profile Setup**.

3. TAXPAYER PROFILE SETUP

1. Select the **<Returns>** icon. The first time you access the software, the following message will appear: *"No records found"*.

2. Select **<OK>**. The **Taxpayer Profile Information** screen opens.

3. Fill in the same information found on your Comptroller-supplied preprinted paper return. Enter **Taxpayer Number, Name, Address, City, State** and **Zip Code**.

4. Enter **Route/Transit Number**, **Account Type (Checking or Savings)**, and **Bank Account Number**.

   Note: EFT payment information is optional. You must enter the banking information on this screen to include a payment with your return.

5. Enter Contact Information including **First** and **Last Name**, **Phone Number** and **Email Address**.

6. Select all applicable **<Fuel Types>** by clicking in the box next to the fuel type.

   *Note: When you select **<Other>**, you will specify the alternative fuel type when you enter **Schedule Detail** data.*

7. Select the **<Jurisdictions>** you will be reporting on a regular basis by selecting the box next to the jurisdiction.

   *Note: Jurisdictions can also be added when you enter **Schedule Detail** data.*

8. When you have entered all the data in the appropriate fields, select **<Save>**.

   Note: You can update your Taxpayer Profile Information at any time before beginning a new return.

9. Continue to Step 4, **Preparing a Return**.

4. PREPARING A RETURN

1. Click **<Summary>** icon.

    *Note: If you file for multiple taxpayers, highlight the taxpayer you want to file the return for and click **<OK>**.*

2. Click **<New>**.

3. Enter the **<Filing Period>** (YYQ) as a two digit year and the quarter you are filing.

4. Click **<Save>**.

5. Continue to Step 5, **Updating Your Taxpayer Account**.

5. UPDATING YOUR TAXPAYER ACCOUNT

1. Select any updates to your account that you would like to submit with your return.

    • Address Change

    *Note: Address must be updated in the **Taxpayer Profile Information** screen.*

    • No Operation

    • Cancel License (Enter Cancel Date)

2. Continue to Step 6, **Entering Schedule Information**.

6. ENTERING SCHEDULE INFORMATION

1. Select the **<Schedule>** icon.

2. Enter the data in the following fields on the **Schedule Detail** screen for the fuel type shown.

    • Total IFTA Miles

    • Non IFTA Miles

    • Total Gallons

    • IFTA Miles by Jurisdiction

    • Taxable Miles by Jurisdiction

    • Tax Paid Gallons by Jurisdiction

    • Interest Due by Jurisdiction

3. Select **<Save>** after you have entered all data.

4. Click **<Next>** to enter fuel types as needed.

   Note: You can see which fuel type schedule you are working on in the top left of the screen.

5. Select **<Close>**.

6. Continue to Step 7, **Entering Payments and Penalties**.

7. ENTERING PAYMENTS AND PENALTIES

1. On the **Return Summary Information** screen you may enter payments and penalties if applicable.

   Note: If you are to send a payment by mail continue to Step 8, Non EFT Payment Entry.

2. To include a payment with the return, enter *EFT Payment* information in the **<Amount Paid>**, and **<Date Paid>** fields.

   *Note: If you are not able to enter data in these fields, go to the **Taxpayer Profile Information** screen and add bank information. Returns with payments **MUST** be transmitted no later than 2:30 p.m. Central Time on the bank business day before the due date for the payment to be considered timely. The WebFile Payment Only option is available 24/7 at **http://www.window.state.tx.us/webfile/**. When using this Payment Only option, Credit Card and Web EFT payments, submitted by 11:59 p.m. Central Time on the due date, and TexNet payments, submitted by 6:00 p.m. Central Time on the due date, are considered timely.*

3. Select **<Save>**.

4. Select **<Close>**.

5. Continue to Step 9, **Processing Returns**.

8. NON EFT PAYMENT ENTRY

1. Verify the **<Total Amount Due>** on the **Return Summary Information** screen and enter **<Total Amount Paid>**.

2. Click **<Save>**.

3. Click **<Coupon>** and then click **<Print>**. Send **ONLY** this coupon with your check or money order.

   *Note: Write your taxpayer number on the check or money order. Make payable to **State Comptroller**.*

4. Click **<Close>**.

5. Continue to Step 9, **Processing Returns**.

<div align="center">

Mailing Address:
Texas Comptroller of Public Accounts
P.O. Box 149357
Austin, TX 78714-9357

</div>

9. PROCESSING RETURNS

Select the **<Process>** icon. This will open the **Returns to Process** screen.

1. Select the return to be processed.

2. Select **<Process>**.

3. The **Select EDI File** box will appear, with a highlighted system-generated file name of iYYQn#.txt (YY represents the year, Q the quarter and # the number of returns processed for that period).

   Note: You can change the name of the file. The file must remain a Text Document (.txt) file type.

4. Select **<Save>**.

5. The following message will appear: *"EDI file saved as"*…and the location the file was saved. The location the file is saved is based on your operating system.

   • Windows Vista, Windows 7, and Windows 8 saves in C:\ProgramData\ TexasCPA\Ifta4

   • Windows XP saves in C:\Documents and Settings\All Users\TexasCPA\Ifta4

6. Select **<OK>**.

7. Continue to Step 12, **Transmitting a Production File**.

   *Note: If this is your first time filing a return electronically, please go to Step 11, **Transmitting a Test File**.*

10. ENVELOPING RETURNS

To combine two or more returns in one file after all returns have been processed:

1. Click on the **<Process>** icon.

2. Click **<Processed>** in the **Data Filter** line.

3. Highlight all returns you want to envelope by holding down your **<Control>** key and clicking on each file to be enveloped.

4. Click **<Envelope>**.

5. Click **<Save>** on the **Select Envelope EDI** file box.

6. Click **<OK>** in the **Envelope EDI File Saved As**. The file name will appear in the **Envelope Filename** column. The file name appears as eMMDDn1.txt.

7. Continue to Step 12, **Transmitting a Production File**.

11. TRANSMITTING A TEST FILE

To receive approval to electronically file an IFTA return using the EDI software, an initial test return must be submitted for each taxpayer you are filing for. After processing your return and creating the EDI file:

1. Select **<Send Via Web>**. Your browser will open to the Electronic Data Interchange Website.

2. Select **<Registration>**.

3. Select **<Continue>**.

4. Enter data in the following fields:

   • Taxpayer Number

   • Tax Type

   • WebFile Number.

     Note: *The WebFile number starts with RT and is followed by six digits. This may be found on the top left corner of returns sent to you.*

   • Contact Last Name

   • Contact First Name

   • Daytime Telephone

   • E-mail Address

     Note: *Confirmation emails will be sent to this email address.*

5. Select **<Continue>.**

6. Enter an alpha-numeric **Personal Identification Number (PIN)** from 8 to 13 characters in length.

7. Re-enter your **PIN** for verification.

8. Select **<Continue>.**

9. The **Client Information** screen will appear.

10. Enter data in the following fields of the taxpayer you are submitting a test file for:

    a. Taxpayer Number

    b. WebFile Number

    Note: The WebFile number starts with RT and is followed by six digits. This may be found on the top left corner of returns sent to you.

11. Select **<Add>.**

12. Select **<Continue>**.

    Note: If you are testing for more than one account, you must add the additional taxpayer numbers and WebFile numbers.

13. The Test File Upload dialogue box will appear. Select **<Browse>**.

14. Navigate to the return that was processed previously.

    Note: The location the file is located is based on your operating system.

    • Windows Vista, Windows 7, and Windows 8 saves in C:\ProgramData\ TexasCPA\Ifta4

    • Windows XP saves in C:\Documents and Settings\All Users\TexasCPA\Ifta4

15. Select **<Submit>.**

16. Record your *Confirmation Number* on the **Returns to Process** screen.

    Note: Submitting a Test file does not update the return to your account. You must upload a Production file for a return to process to your account.

17. Click **<Exit>**.

    *Note: You must click **<Exit>** and log back in once you have received the email indicating your Test file has passed status.*

12. Transmitting a Production File

1. Select **\<Process>** icon in the software.

2. Select **\<Send via Web>**. Your web browser will open to the **Electronic Data Interchange Website**.

3. Select **\<Log In>**. If you have not already registered please see Step 11, **Transmitting a Test File**.

4. Enter **Taxpayer Number** and **Personal Identification Number (PIN)**.

5. Select **\<IFTA>** as tax type.

6. Select **\<Continue>**.

7. Select **\<Continue>** if Taxpayer Information is correct.

8. Select **\<Upload Production File>**.

9. Select **\<Continue>**.

10. Select **\<Browse>**.

11. Navigate to the return that was processed previously.

    Note: The location the file is located is based on your operating system.

    • Windows Vista, Windows 7, and Windows 8 saves in C:\ProgramData\ TexasCPA\Ifta4

    • Windows XP saves in C:\Documents and Settings\All Users\TexasCPA\Ifta4

12. Select **\<Open>**.

13. Select **\<Submit>**.

14. Record your **Confirmation Number**. A confirmation email will be sent with details of Pass/Fail status of your file upload:

    • Pass – No action required

    • Fail – Read the attachment, correct errors and resubmit file.

13. Amending Return

Only previously processed returns can be amended.

1. Select the **\<Returns>** icon**.**

2. Select the **\<Taxpayer>** associated with the return to be amended.

3. Select the **\<Summary>** icon.

4. Select the **\<Processed>** option in the **Data Filter** field at the bottom of the screen. All the processed returns will be listed.

5. Select the **return** to be amended.

6. Select **\<Detail>**. The **Return Summary Information** screen will display.

7. Select **\<Amend>**. The following question appears: "*Amend this Return?*"

8. Select **\<OK>**.

9. The system duplicates the return and displays the following message: "*This return has been amended.*"

10. Select **\<OK>**.

11. The **Return Summary Information** screen displays the **Original Totals**, the **Period** of the return and the **Type** of return. Make any necessary changes on the **Schedule Detail** screen.

12. Select **\<Save>**.

13. Select **\<Close>**.

14. The return is now ready to be processed and uploaded. Continue to Steps 3 & 4 of Step 9, **Processing Returns**.